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Assistant Public Printer (Superintendent of Documents)

U.S. Government Printing Office

San Antonio Council Meeting Successful



[This is the second of two reports on the Spring Meeting of the Depository Library Council to the Public Printer, April 13-15, 1981. The first report appeared in HIGHLIGHTS for April 1981.]

Gathering in historic San Antonio, Texas, on April 13-15, 1981, were members of the Depository Library Council to the Public Printer. In the audience were 74 people from 26 states and the District of Columbia. 20 Regional Depository Libraries were represented.

Among the speakers were Carl A. LaBarre (Superintendent of Documents), J. D. Young (Director, Library and Statutory Distribution Service), Kay H. Baily (Chief, Library Division), staff members from the Government Printing Office, Joint Committee on Printing, Office of Management and Budget, Library of Congress, National Technical Information Service, and the National Commission on Libraries and Information Science.

Mr. LaBarre led off the presentations from GPO and brought greetings from Samuel L. Saylor (Acting Public Printer). Some "highlights" from these remarks are as follows: "Severe budget constraints could force us to convert to distribution in microform more rapidly than anticipated. Costs to issue in microform are 80 to 90 percent less than hardcopy; and savings in postage could be as much as 85 percent." Mr. LaBarre then went on to respond to Council resolutions passed at the Fall Meeting [see HIGHLIGHTS for April 1981].

Ms. Faye M. Padgett, Deputy Staff Director, Joint Committee on Printing, discussed the implications of the new Federal Government proposals and reviewed recent activities of the JCP. She noted: "The big problem in Washington right now is money. I think that what will happen is that depository librarians will see a gradual reduction in the number of hardcover titles."

"The Joint Committee and GPO and the Department of Energy have been working on a cooperative project for the past several months to find a way to reduce expenditures and at the same time to continue to make all of these DOE publications available to depositories. What we are working toward is to have all the Department of Energy publications, which are now microfilmed at the DOE center in Oak Ridge, Tennessee, to have additional copies microfilmed there for depository libraries and distributed from that center." Ms. Padgett went on to mention similar meetings with USGS, USDA, and DOD: all designed to coordinate their publication and distribution programs with those of GPO.

A high point followed in the panel on "New Directions for Documents." Featured speakers were: J. D. Young (Director, Library and Statutory Distribution Service, GPO), Kenyon C. Rosenberg (Chief, Policy and Planning Office, National Technical Information Service), Robert A. Davis (Assistant to the Director for Acquisitions and Overseas Development, Library of Congress), and Toni C. Bearman (Executive Director, National Commission on Libraries and Information Science).

Mr. Young spotlighted four major developments which he saw as influencing Federal documents at this time: (1) Federal agencies are now actively seeking ways to cooperate in bibliographic control and distribution of documents; (2) this cooperation is being spurred by current budget constraints; (3) Government publications, which may be said to constitute a particular subset of library information sources, lend themselves to pilot projects in cataloging, networking, distribution methods, collection management, as well as format and media of collection; and (4) the current emphasis on information resource management at Federal and private levels promises to so manage information as to avoid duplication of effort, establish cost/benefit for information, as well as to standardize data and input across information systems.

"The greatest change," said Mr. Young, "one that's already been alluded to, being driven by budget and cost effective requirements, is in the format of the publications themselves. The media information of the future will either be machine readable, or microform, or a combination of both. In considering these two approaches, the question is: With the ultimate information media being machine-readable data, on line, will there have to be a massive change from paper to microform in the meantime? I am convinced now that there will have to be, and that the switch is going to have to be made very soon."

Mr. Rosenberg presented some background information on his agency: "NTIS operates under legislation which mandates, since 1970, that it has to be a cost-recovery agency; and, in order to do so, we charge for our products. We have a one million three hundred thousand document collection, not all of which is in our data base. This data base reflects about 800,000 items; and, we add approximately 70,000 items a year. NTIS is both a publishing house, in effect, and an archive. Once something enters our system, it never leaves. Frequently, it's never even sold, which is unfortunate. The archives are retained in microfiche. Everything we get, we put into microfiche if we haven't received it in microfiche."

Mr. Rosenberg went on to point out that: (1) NTIS and GPO have made a cooperative agreement for NTIS to make available for sale de-stocked GPO materials and to allow for customers to charge to their NTIS accounts GPO sales items and vice versa; (2) NTIS is exploring the possibility of bar coding documents for acquisition, location, and circulation as in the Integrated Library System (ILS) developed by the National Library of Medicine for the Pentagon's Army Library; (3) NTIS is implementing an electronic phone ordering system which should result in faster and more accurate service; (4) NTIS is working with other Federal agencies to develop a standardized common data elements dictionary to



allow for all records to be input according to MARC format; and (5) NTIS does not plan to store maps but does plan video disc full text storage to allow for printing on demand.

Mr. Davis spoke of some of the documents-related problems being grappled with by the Library of Congress; many of which are touched upon in the "LC/GPO Federal Documents Policy Recommendations" (*LC Information Bulletin* of 4/10/81). "We have been cooperating for some time with GPO in terms of bibliographic control of Government documents. The Library of Congress has, on an annual basis, cataloged only about 3,000 Government publications per year, which then go into its collections and/or are available through its catalogs, whether they be manual or automated.

"As of January 1st, after long months of planning, the Library of Congress has finally decided to accept completely, without change, the descriptive cataloging that is done by GPO. This includes authority information. As a matter of fact, the thing that we hope very shortly, is to be able to accept GPO subject headings, so that basically, the record that is produced by GPO would be the record that LC would, itself, use. This would give us, then, considerable access to 27,000 items which we do not now catalog. The Library of Congress, because of severe space problems would very, very much like to see the availability of Government documents in microform increase as dramatically as possible. As a matter of fact, from LC's point of view, we would very much like to see the entire depository set available in microform with additional hardcopies for some selected items which simply must be serviced in hardcopy.

"What we want to do and are working on doing right now, is to take GPO tapes, which contain about 30,000 items a year, and make that data base available on line to the Library of Congress, as well as the Congress of the United States, and to have access to the 27,000 titles per year that are not cataloged currently by LC. We would add to the GPO information, once we've achieved this, only the classification number for a very few items which we elect to add to the collections in hardcopy. We would depend largely, both for microform and papercopy, on SuDocs organization."

Ms. Bearman explained the role of the National Commission on Libraries and Information Science established by Public Law in 1970, and charged with advising the President and Congress on everything relating to libraries and information science service. It has fifteen commissioners across the country and nine staff members. They are presently tapping the expertise of 61 volunteers working on four task forces: "One is looking at community and information services within public libraries; a second task force is looking at special



needs of cultural minorities in the library information area; a third task force is looking at the role of special libraries, a nationwide network, and other resource sharing; the fourth one is looking at what the role of the Federal sector should be versus that of the private sector, specifically in the dissemination of Federal information."

Another high point of the Council Meeting was to be found in the remarks of Mr. Kenneth B. Allen, Office of Information and Regulatory Affairs, Office of Management and Budget. He set forth to the audience the implications of the Paperwork Reduction Act of 1980, which expands the responsibilities given to OMB by the Federal Reports Act of 1942 and the Privacy Act of 1974. OMB is now responsible for integrating these Acts and "managing the total information life cycle, from collection to management to dissemination." The new Act requires: (1) Each agency to have an information resource manager who will report to the head of the agency; (2) OMB to review totally all Federal record forms and give each approved form an OMB number; and (3) the Government to reduce paperwork by twenty-five percent within three years.

He went on to state: "There are a number of policy goals we intend to pursue over the next few years. We will, of course, be evolving these goals as we go along. At the moment, among these are better information for decision makers; efficient and effective management of information and regulatory resources; reduce the Federal burden on the private sector; an informed public and Congress; the protection of societal values, including the right to privacy; the assurance of a strong marketplace with minimum Government intervention in competition; the protection of national security; and the protection of the United States in the international arena. As you will recognize, sometimes these goals will be in conflict with one another and it will be difficult to select from among them; so that's part of the challenge in implementing this Bill."

A central focus of the Spring Meeting was on Regional Depositories and their problems. Six major areas of concern emerged: (1) Lack of space or storage facilities; (2) inability to provide required services; (3) inability to keep up with processing and maintaining materials received; (4) inadequacy of

"Guidelines" or "Instructions" concerning Regional status; (5) inability to attend national meetings relating to Regional status; (6) loss of information of possible historical interest due to increased purging of superseded material.

Possible solutions were also suggested. These appear in the "Summary of the Meeting" going out to all depositories in June. So significant was the Spring Meeting of the Depository Library Council to the Public Printer, that for the very first time the entire "Transcript of Proceedings" will be going out to all depositories on microfiche in July.

These are only a few of the "highlights" of a landmark Council Meeting. For greater detail, see both the summary made by Council Secretary, Ms. Roberta Scull, and the transcript on microfiche. Council will meet again during the Fall in Alexandria, Virginia, at Holiday Inn/Old Town, with registration and Regional Depository session on Sunday, September 27th, and meetings on the 28th, 29th, and 30th.

Moving Toward Microfiche

[The following are remarks from a talk given to the American Association of Law Libraries, meeting in Washington, D.C., 6/30/81, by Mr. William J. Barrett (Deputy Assistant Public Printer, Superintendent of Documents).]

"Severe budget constraints are forcing the Government Printing Office to accelerate conversion of publications from expensive paper format to less expensive microform publication. Costs to issue in microfiche are 80 to 90 percent less than hardcopy; and savings on postage can be as much as 85 percent.

"GPO has been working closely with the Joint Committee on Printing to encourage Federal agencies to publish in microfiche. To this end, we have had meetings in recent weeks with the Departments of Energy, Defense, Agriculture, and the U.S. Geological Survey, among others.

"Within GPO's Library and Statutory Distribution Service, steps have been taken to identify both series and serials which lend themselves to conversion to microfiche. Individual monographs are also being examined on a case by case basis. At present, most periodicals are not being considered for conversion. An exception to this is in the replacement of shortages with a microfiche complement. However, should a periodical be chosen for conversion, this would be done with the first issue of the volume, or the beginning of the year.

"There is a great concern by the Government Printing Office, the Joint Committee on Printing, and the librarian members of our Depository Library Council, to maintain usable access to Government documents. We fully recognize that certain publications are important reference tools which receive wide use (the U.S. Government Manual and the Zip Code Directory come immediately to mind). Other publications form a browsing collection (such as the Area Handbooks found in most public libraries) and could not be effectively used in microfiche.

"Recognizing this, we have developed criteria which will be useful in determining the most effective formats for distribution. Physical characteristics and intended use are the primary considerations. Let's look at the types of publications which lend themselves to microfiche conversion.

"First of all, these would include statistical publications (excepting standard reference works). These would involve statistical monographs and serials, such as: *Statistical Analysis of the World's Merchant Fleet*, and *Fish Kills Caused by Pollution*.

"Secondly, scientific, technical, and research publications are included. This involves specialized series, such as the 'Smithsonian Contributions to Marine Sciences,' and 'Environmental Protection Series.' Basically, these have a limited audience which is likely to have ready access to fiche readers and reader-printers.

"Thirdly, conference publications are candidates. These are the proceedings and papers from conferences and meetings with a limited, specialized audience. Whenever possible, we will convert them to microfiche.

"Fourthly, annual reports are to be microfiched. These will include both the annual reports of Government agencies, as well as some annual reports on specific topics (such as the Annual Report on the Administration of the Marine Mammal Protection Act of 1972).

"Fifth, and last, highly specialized reference works. This will involve some directories, indexes, and manuals on very specific topics. We have also decided to place on microfiche all Federal telephone directories which are not widely used outside of the agency itself.

"Special consideration will be given to the physical characteristics of publications. For example, one containing colored anatomical plates would be a poor candidate for black and white fiche—and would be exempt. A doctor might have trouble finding your appendix using just black and white illustrations! Which brings us to criteria for not placing publications on microfiche.

These would include:

"First, publications whose physical characteristics would diminish their use to a very high degree. The example just given highlights the importance of color plates in some publications. This would also embrace colored maps, charts, posters, brochures, and flyers. It includes loose-leaf publications needing frequent inserts for updating purposes. And, publications of very few pages would prove uneconomical to fiche. Whereas, oversize publications would prove awkward to fiche if pages had to be broken into a number of frames.

"Second, popular publications designed to promote such things as health or consumer information. This would include "Home and Garden Bulletins," or such a work as *Medicine for the Layman*.

"Third, standard reference works, like the ones earlier cited, or the *Congressional Directory*. We would exempt here most legal materials, as well as bibliographies and publication catalogs.

"Fourth, and last, periodicals which are important for browsing, such as *American Education*, or *Soldiers*. This will also embrace most newsletters and many bulletins.

"In all cases, the professional judgment of librarians on GPO's staff, as well as the wise guidance of librarians on the Depository Library Council, with input from working depository librarians, including the ones in law libraries, will help us make the best decisions in the interest of both citizen use of depository materials and economy in the operation of the depository program."

Questions and Answers



Q. What type of material comprises the Congressional Serial Set?

A. The Congressional Serial Set as we know it today is comprised of the House and Senate Documents and House and Senate Reports. The Senate Executive Documents and Senate Executive Reports were also included in the Serial Set, at the direction of the Joint Committee on Printing, beginning with the 96th Congress in 1979.

Senate Executive Documents and Senate Executive Reports as we know them today are indigenous to the U.S. Senate and relate to Treaties and Nominations: the former being ratified and the latter being confirmed by the U.S. Senate. At one time, all material relating to Treaties was considered confidential in character and copies were not printed for public distribution. The material is now considered confidential in nature only until the injunction of secrecy is removed by the U.S. Senate, which in most cases is almost immediately. Senate Executive Documents and Reports were made available to Depository Libraries under the Depository Library Program for the first time during August 1977, or well into the 95th Congress.

Beginning with the 97th Congress, Senate Executive Documents will no longer be identified by letters of the

alphabet. They will be assigned numbers and be known as "Senate Treaty Documents." The "Senate Treaty Documents" will also be included in the Serial Set. They will be bound in a separate volume, or volumes, and will be identified by an assigned serial number and/or their respective title.

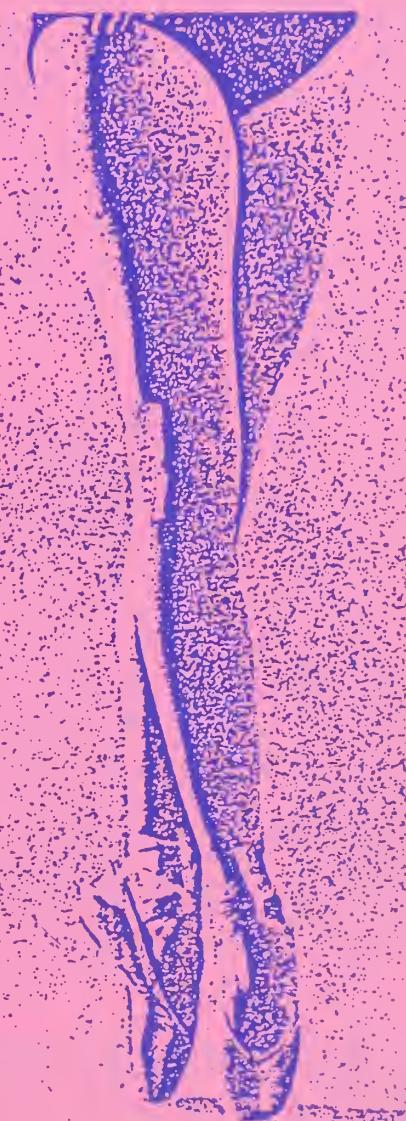
Some librarians have commented, "Oh, but the Senate Executive Documents used to be part of the Serial Set years ago, then they were discontinued in the series." Yes, this is true. Beginning with the 30th Congress in 1848, there were volumes identified as Senate Executive Documents. There were also volumes labeled as House Executive Documents. However, if one examines the contents of these volumes one will find that the material contained therein consists of communications from the President and various Executive Departments of the Government. These Executive Documents must not be confused with the current series of Senate Executive Documents.

The provisions of the Printing Act of 1895 provided only for the printing and binding of House Documents and Reports and Senate Documents and Reports. As a result, beginning with the 54th Congress, 1895-96, communications from the President and Executive Departments were no longer printed and bound as Executive Documents. Journals of both Houses of Congress were numbered in the Serial Set series because they too were distributed to State and Territorial Libraries. This practice was discontinued beginning with the 83rd Congress in 1953 because the Journals are not actually documents or reports.

It is true that in the past Hearings and portions of testimony have been included in the Serial Set. The criteria used for selecting material to be bound in the Congressional Serial Set in earlier years is not known. Perhaps some of them were included because the Serial Numbering Plan proved to be an orderly and convenient manner by which to identify, and preserve for posterity, the vast amount of Congressional material.

An amendment to the Printing Act of 1895, enacted in 1908, gave the Joint Committee on Printing the authority to direct the manner in which numbered Congressional Documents and Reports are to be arranged and bound. Although the laws relating to "Printing and Binding" have been amended, revised, and codified, this provision of the law is still in effect.

New things are happening to the Congressional Serial Set. Librarians will have to "keep on their toes" and familiarize themselves with the changes.



Document Review

[**HIGHLIGHTS** welcomes short reviews by depository librarians of significant recent documents. Just send them typed double spaced to the Editor. Our most recent contribution is by Earl Shumaker, Head Librarian, Government Publications Department, Northern Illinois University Libraries.]

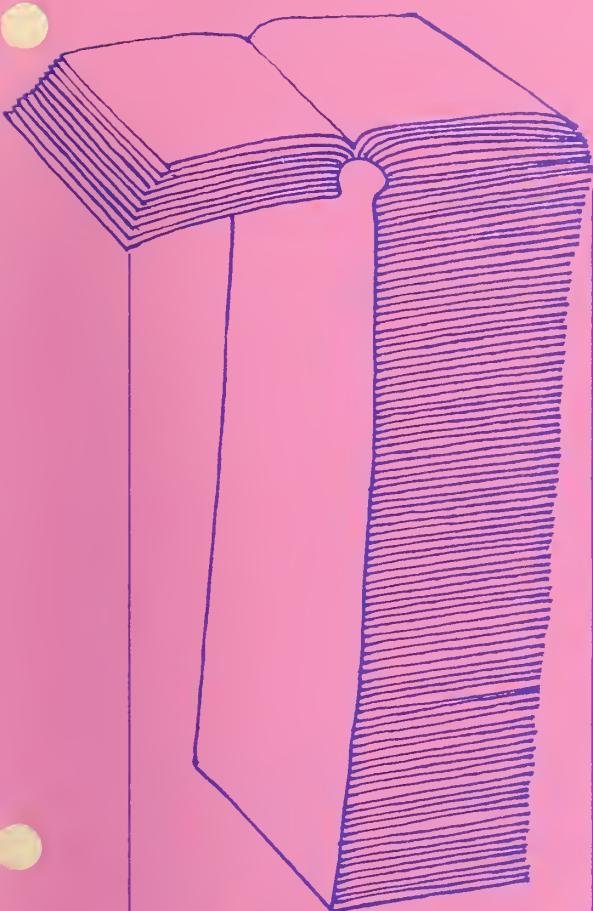
Reflections of America: Commemorating the Statistical Abstract Centennial. Norman Cousins, Honorary Editor. Essays by Sylvan H. Wittwer, et al. (Washington, D.C.: U.S. Government Printing Office, 1980.) Pp. 212. Paper. \$6.50. C 3.2: Am 3/5. Item No. 146. (Available through GPO Bookstores, Stock Number 003-024-02921-9.)

A basic reference tool which one will find in both academic and public libraries is the *Statistical Abstract of the United States*. Published by GPO since 1879, it continues to reflect the changing concerns of American society and the evolving activities of the U.S. Government.

The essays in this volume attempt to appraise some of the principal changes which have taken place in America since the *Statistical Abstract* first appeared. Twenty-six authors were asked to interpret the *Abstract* and comment on the relevance of statistical changes in their particular fields.

Among the topics discussed are: agriculture, arts, attitudes, business, cities, classes, communities, conservation, crime, economy, education, employment and income, health, housing, international relations, international trade, minorities, population, poverty, quality of life, transportation, voting, and women. Photos and illustrations enhance the volume which will be of interest to a wide audience.





Most Costly Book Received by 541 Depository Libraries

The lives of depository librarians hold daily surprises. Take for example the 541 depository libraries where a decision had been made to select Item Number 429-V-5, which appears in the *List of Classes* under the Federal Energy Regulatory Commission as "Maps and Charts." Little did librarians guess that they would be receiving *Hydropower Sites of the United States, Developed and Undeveloped: River Basin Maps Showing Site Locations (Conventional, Pumped, Storage, Retired)*, a publication receiving national publicity at a June conference of hydropower officials and engineers held in Washington, D.C.

News of this publication is appearing in 300 newspapers and on 50 major radio stations. It also happens to be the most costly book distributed and sold by the Superintendent of Documents (SuDocs E 2.15: H 99; Stock Number 061-002-00072-3; appearing on Shipping List 15,953 for 5/7/81; price \$127.00).

WORKSHOPS

SPRING PARTICIPANTS IN GPO's Library and Statutory Distribution Workshops.



WORKSHOPS

Our Best Effort!

[Keep those "Best Efforts" coming to the Editor for HIGHLIGHTS readers!]

Making posters is a traditional library pastime. Sandy Faull, Documents Librarian, has wanted a depository map poster for seven years! Now, in her present position, and with a little help from her good friends at the New Mexico State Library, a real prize-winner has been created that spotlights locations of Federal and State depositories. It is done with black ink on orange paper and measures 17½" x 23".

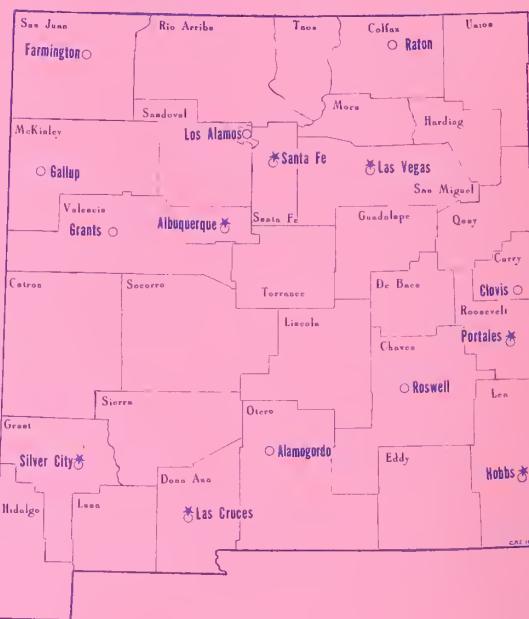
This depository map poster is a fine model for other states. To help you further depository library service, the New Mexico State Library will honor requests for one free copy (folded) from any depository which provides a self-addressed manila envelope (9" x 12") with 36 cents postage on it. Just write to:

Ms. Sandra K. Faull
Documents Librarian
New Mexico State Library
Box 1629
Santa Fe, New Mexico 87503

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NEW MEXICO

DEPOSITORY LIBRARIES



FEDERAL DEPOSITORY LIBRARIES

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NEW MEXICO HIGHLAND UNIVERSITY
NEW MEXICO JUNIOR COLLEGE
NEW MEXICO STATE LIBRARY
NEW MEXICO STATE SUPREME COURT LIBRARY
NEW MEXICO STATE UNIVERSITY
UNIVERSITY OF NEW MEXICO
GENERAL LIBRARIES
TECHNICAL LIBRARIES
WESTERN NEW MEXICO UNIVERSITY

STATE DEPOSITORY LIBRARIES

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ARTHUR JOHNSON MEMORIAL, RATON
CLOVIS-CARVER PUBLIC
EASTERN NEW MEXICO UNIVERSITY
FARMINGTON PUBLIC
GALLOP PUBLIC
MESA PUBLIC (ALBUQUERQUE)
NEW MEXICO HIGHLAND UNIVERSITY
NEW MEXICO STATE UNIVERSITY
NEW MEXICO STATE UNIVERSITY-GRANTS
ROSWELL PUBLIC
THOMAS BRANCAZIO MEMORIAL (LAS CRUCES)
UNIVERSITY OF NEW MEXICO
GENERAL LIBRARIES
WESTERN NEW MEXICO UNIVERSITY

EASTERN NEW MEXICO UNIVERSITY
NEW MEXICO HIGHLAND UNIVERSITY
NEW MEXICO JUNIOR COLLEGE
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UNIVERSITY OF NEW MEXICO
SCHOOL OF LAW LIBRARY
WESTERN NEW MEXICO UNIVERSITY

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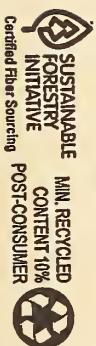
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